NTCGLAKESINST 1610.1B
N32
10 SEPT 99

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 1610.1B

Subj: ENLISTED PERFORMANCE EVALUATION (EVAL) AND FITNESS
       REPORTS (FITREPS)

Ref: (a) BUPERSINST 1610.10
        (b) OPNAVINST 6110.1D
        (c) NTCGLAKESINST 6110.1E

Encl: (1) Evaluation/Fitness Report and Counseling Due Dates
        (2) EVAL/FITREP Submission Timeline
        (3) Special Instructions for Preparing EVALs and FITREPs
        (4) Individual Enlisted EVAL and FITREP

1. Purpose. To establish policy and instructions for the
management of enlisted performance evaluations and fitness
reports.

2. Cancellation. NTCGLAKESINST 1610.1A. This instruction has
been substantially revised and should be reviewed in its
entirety.

3. Discussion

    a. Navy performance reports are an objective appraisal of
an individual's qualifications, performance level in comparison
to contemporaries, conduct, and potential for assuming increased
responsibilities. The evaluation and fitness report are the
most significant personnel management tool in the service
member's record.

    b. There is no action more important to individuals than a
prompt, accurate EVAL or FITREP. Timeliness and accuracy must
be stressed at every level of the command. Reports will be
submitted and routed promptly. The evaluation due dates
contained in reference (a) and enclosure (1), will be strictly
followed.

c. Reporting Seniors: The following policy is established for signature authority on enlisted EVALs and FITREPs:

(1) The Commander, Naval Training Center (CNTC), Great Lakes will sign all officer and E-9 FITREPs (Simplex, UIC 00210).

(2) The Chief of Staff, Operations is delegated the authority to sign all enlisted FITREPS (E7-E8) and E-6 EVALS for NTC Simplex.

(3) The Staff Judge Advocate and all Assistant Chiefs of Staff are delegated the authority to sign EVALs for E5 and below personnel assigned to their departments.

(4) Promotion recommendation figures will be based solely on the number of reports each reporting senior signs. Pay special attention in ensuring summary groups are in strict compliance with the Summary Group Table on page A-14 of reference (a).

4. Action

a. Administrative Director (N32) will:

(1) Provide technical support to all departments and administrative support to those departments without administrative personnel assigned.

(2) Following the timeline established in enclosure (2), provide each department a list of personnel requiring EVALs or FITREPs. This requirement includes informing each department when transfer, separation, and special reports are required.

(3) Ensure reports are submitted on the due dates listed in enclosure (1). The Admin Department will also maintain a command file of all EVALs and enlisted FITREPs.

(4) For E6-E9 reports, the Admin Director will use a routing sheet to route EVALs and enlisted FITREPs.

(5) Ensure the BUPERS Summary Letters are properly prepared following the directions on page A-17 of reference (a). Also, ensure required copies are made.

b. Assistant Chiefs of Staff (ACOS) will:

(1) Ensure accuracy and timely submission of all reports. Enclosure (3) contains special instructions to clarify information contained in reference (a).

(2) Provide NTC Admin (N32) with a file copy of all reports that are signed as delegated reporting seniors (paragraph 3.c.(4)).

(3) Review all reports on personnel E6 and above assigned to their departments prior to submission to NTC Admin with a copy of the member's last report, enclosure (4), a floppy disk (one per department is sufficient), and a printed copy of the report (front/back, or separate pages are acceptable).

c. Command Fitness Coordinator (CFC) will provide each ACOS a list of Physical Readiness Test (PRT) results for each member. The list will be prepared following the timeline contained in enclosure (2). Ensure the list contains the member's PRT score, height/weight/body fat codes from reference (b). Report should also include the number of PRT failures (if any) for each member and if the failures are consecutive failures or not (for example: failed 2nd consecutive PRT or failed PRT (2nd failure in a four year period).

5. Promotion Recommendations

a. For Delegated Reporting Seniors (DRS) of E5 and below reports - ensure promotion recommendation quotas are not exceeded. Maximum limits for each promotion category are listed on page A-13 of reference (a). Each DRS will establish procedures for determining their assigned personnel's promotion category.

b. For reports on personnel E6-E8, the following procedures will be adhered to:

(1) Following the timeline contained in enclosure (1), reports for E6-E8 personnel will be submitted to NTC Admin in preparation for a Promotion Status Meeting. The NTC Admin Supervisor will consolidate all reports and review for accuracy. Once complete, the reports will be presented to the Admin Director or Command Master Chief pending the Promotion Status Meeting.

(2) Promotion Status Meeting (E7/8 FITREPS) - The ACOS BOS will act as the Chairman. Membership on the E7/8 Promotion Status Meeting will consist of a representative (Officer or E9) from each department where E7/8s are assigned and the CMC. Special Assistants will be represented by the CMC. Due to the competitiveness of the promotion recommendation, members attending must be prepared to discuss the merits of the promotion recommendations for all E7/8 personnel being evaluated for that cycle. In addition, the Promotion Status Meeting will also serve as a <u>quality assurance check</u> for proper completion of EVALs.

(3) Promotion Status Meeting (E6 EVALs) - The CMC will act as the Chairman. Membership on the E6 Promotion Status Meeting will consist of a representative (E7 or above) from each department. Special Assistants will be represented by the CMC. Due to the competitiveness of the promotion recommendation, members attending must be prepared to discuss the merits of the promotion recommendations for all E6 personnel being evaluated for that cycle. In addition, the Promotion Status Meeting will also serve as a <u>quality assurance check</u> for proper completion of EVALs.

(4) The Promotion Status Meeting will meet as indicated in the timeline contained in enclosure (2). The CMC is responsible for publishing the time and location of the meeting.

(5) The CMC will submit the promotion recommendation inputs to the Chief of Staff, Operations for approval. Once approved, the reports will be returned to the respective departments for smooth typing.

c. Reports for E9 personnel will be submitted to NTC Admin for consolidation and submission to the Chief of Staff, Operations. Follow the timeline contained in enclosure (2).

d. Upon completion of the Promotion Status Meetings, reports requiring corrections will be sent back to the respective department for revision.

e. After each EVAL/FITREP cycle, the Chairman of the Promotion Status Meeting will prepare a memorandum indicating any trends identified during the evaluation cycle. This memorandum will be published to all departments as a tool to ensure proper completion of future reports.

f. The NTC Admin Office will submit smooth EVALS/FITREPS to the COS, OPS. Minor changes made by the COS, OPS (those not requiring a re-write) will be made by the NTC Admin Office.

6. Adverse Reports. The Chief of Staff, Operations will sign adverse reports for E-8 and below personnel which withdraws a recommendation for advancement after the advancement authorization for the member is received. Adverse reports for E-5 and below will be signed by ACOSs or Special Assistants and must be referred to the member for comment. Departments submitting adverse reports will provide Admin (N32) a copy of the letters of referral (contained in reference (a)).

7. Performance Counseling. Each department will ensure mid-term performance counseling is completed on each individual assigned in accordance with the schedule contained in enclosure (1). A dedicated effort to ensure mid-term counseling is completed is a must for each department and involvement is required from all levels of the chain of command.

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Distribution:
NTCGLAKESINST 5216.5M
List I

EVALUATION/FITNESS REPORT AND COUNSELING DUE DATES

MONTH	EVAL/FITREP		COUNSELING	
	OFFICERS	ENLISTED	OFFICERS	ENLISTED
January	03		06	E3/2/1
February	02		05	
March	W3/4	E5	W2	E8,E7
April		E9	04	
May	01			E6
June		E4		
July	06, 07	E3/2/1	03	
August	05		02	
September	W2	E8,E7	W3, W4	E5
October	04			E9
November		E6	01	
December				E4

NOTE: OFFICER FITREP ENDING DATES ARE ALWAYS THE LAST DAY OF
        THE MONTH.   ENLISTED FITREP/EVAL ENDING DATES ARE
        ALWAYS THE 15TH OF THE MONTH.

        MID-TERM COUNSELING MUST BE PERFORMED IN THE MONTHS
        INDICATED.   NO SPECIFIC DAY IS ESTABLISHED.

EVAL AND FITREP SUBMISSION TIMELINE
PERIODIC EVALS (E6)

The timeline indicated below will be modified to account for weekends and holidays as needed. Prior to each reporting cycle, the Admin Director will publish the timeline NLT 1 Sep of each year.

Event	Due
List of Personnel Requiring Reports to Departments (N32)	15 Sep
PRT Results to Departments (CFC)	15 Sep
Submit Rough Reports to Admin for Promotion Status Meeting	1 Oct
Promotion Status Meeting/Quality Review	6 Oct
Reports Returned to Department for Smooth Typing	7 Oct
Reports Returned to Admin for Review and Submission to Reporting Senior (COS, OPS)	21 Oct
Reporting Senior Signs Reports	5 Nov
Reports Returned to Department for Debrief and Required Rater/Senior Rater Signatures	8 Nov
Reports Returned to Admin for Preparation of Summary Letter and Mailing	15 Nov
Reports Mailed to COMNAVPERSCOM	18 Nov

NOTE: Each Delegated Reporting Senior will establish a similar timeline to ensure reports for E5 and below are submitted in a timely manner.

EVAL AND FITREP SUBMISSION TIMELINE
PERIODIC EVALS (E7/8)

The timeline indicated below will be modified to account for weekends and holidays as needed. Prior to each reporting cycle, the Admin Director will publish the timeline NLT 1 Jul of each year.

Event	Due
List of Personnel Requiring Reports to Departments (N32)	15 Jul
PRT Results to Departments (CFC)	15 Jul
Submit Rough Reports to Admin for Promotion Status Meeting	1 Aug
Promotion Status Meeting/Quality Review	5 Aug
Reports Returned to Department for Smooth Typing	6 Aug
Reports Returned to Admin for Review and Submission to Reporting Senior (COS, OPS)	20 Aug
Reporting Senior Signs Reports	5 Sep
Reports Returned to Department for Debrief and Required Rater/Senior Rater Signatures	8 Sep
Reports Returned to Admin for Preparation of Summary Letter and Mailing	12 Sep
Reports Mailed to COMNAVPERSCOM	15 Sep

EVAL AND FITREP SUBMISSION TIMELINE
PERIODIC EVALS (E9)

The timeline indicated below will be modified to account for weekends and holidays as needed. Prior to each reporting cycle, the Admin Director will publish the timeline NLT 1 Jul of each year.

Event	Due
List of Personnel Requiring Reports to Departments (N32)	15 Feb
PRT Results to Departments (CFC)	15 Feb
Submit Rough Reports to Admin for Promotion Status Meeting	1 Mar
Promotion Status Meeting/Quality Review	6 Mar
Reports Returned to Department for Smooth Typing	7 Mar
Reports Returned to Admin for Review and Submission to Reporting Senior (COMMANDER, NTC)	20 Mar
Reporting Senior Signs Reports	3 Apr
Reports Returned to Department for Debrief and Required Rater/Senior Rater Signatures	7 Apr
Reports Returned to Admin for Preparation of Summary Letter and Mailing	12 Apr
Reports Mailed to COMNAVPERSCOM	14 Apr

SPECIAL INSTRUCTIONS FOR SUBMITTING EVALS/FITREPS

1. The following information is provided for specific blocks on the EVAL or FITREP to establish NTC policy. For blocks not mentioned hereafter, the specific guidance for completion will be as stated in reference (a), Appendix A.

Block 7 (Ship/Station): NTC GREAT LAKES IL

Block 25 (Title): Use the following abbreviations: COS OPS, ACOS BOS, ACOS TRNG, etc.

Block 28 (Command Employment): Command and coordinate assigned subordinate activities in conducting recruit, initial skill, advanced and specialized training; and provide administrative and logistical support to tenant activities.

Block 30 (Date Counseled): Entering the words NOT REQ is only authorized if the member was not on board during the mid-term counseling cycle. Use the counseling date and name on the member's transfer EVAL (if available). Entering NOT PERF requires a valid reason for not performing the required counseling. Extended TAD and illness are valid reasons; however, every effort must be made to perform the mid-term counseling. Exceptions will be handled case by case. Ensure the explanation for NOT PERF entries is clearly explained in Block 31, or Block 43 if additional space is needed.

Block 31 (Counselor): Enter last name and initials only, i.e., RATER, I M.

Block 40 (FITREPs), Block 41 (EVALs) - Ensure the recommendations make sense. Knowing the desires of the individual reported on will assist you with this block. For NTC, the words None or NA are not authorized for E5 and above. At a minimum, E5-E9 will have one recommendation. This block is used to recommend the individual for specific career milestones. Interview the individual to determine the best possible recommendation.

Block 41 (FITREPs), Block 43 (EVALs) Comments: When justifying 1.0 or 5.0 marks, identify the block in the following manner: *34 (do not repeat the block title). The example in reference (a) indicates the block must be spelled out, i.e., *34 (Quality of Work); however, BUPERS has authorized commands to identify the block by number only to allow for more justification.

Block 44 (EVALs only): The EVAL is not a replacement for other documents in the service record. The entries for this block are very specific. The following policies are established:

- DO NOT enter correspondence courses in this block.

- Service/campaign/unit awards are not authorized entries in this block (personal awards only). When entering awards, do so in the following manner: NAM (2nd) from COMCARGRU 5 or NCM from COMSIXTHFLT.

- DO NOT enter GMT in this block. Examples of unauthorized entries include: Completed base indoctrination, CITC, AIDS Training, Ethics Training, Security Training, etc. GMT is required to be entered in the training or service record, not block 44 of the evaluation.

- Membership status in community organizations off base is authorized, however, accomplishments in that capacity should be mentioned in block 43.

- Completed courses of instruction are authorized entries, but only those in which a course number is used.

- College courses should be entered as follows - College Credits: English 3.9, Math 4.0, Psychology 3.9. Note: The college where the member completed the courses is not necessary, enter the name only if space allows.

2. Ensure marks of 1.0 or 5.0 are properly justified. A common mistake is to comment on only one aspect of a particular trait. As an example, EVALs and FITREPs are commonly submitted with 5.0 in Military Bearing/Character and the justification is scored outstanding on the PRT and maintains an impeccable uniform. Military Bearing/Character includes the member's HONOR, COMMITMENT and COURAGE. A mark of 5.0 should not be given lightly, the member must have documented performance indicators to earn that mark. Every bullet in an EVAL or FITREP should consist of three basic items: 1) What did the member do?; 2) How much did he/she do?; and 3) How well did he/she do it (impact of action)?

INDIVIDUAL ENLISTED EVAL AND FITREP INPUT

Attach copies of certifications, citations, etc. The Reporting
Senior is the sole judge of which items to include in the report.

1. <u>Administrative Data</u>:

    a. Full Name:_____

    b. SSN:_____

    c. Rate and warfare qualification: _____

    d. Frocked: YES/NO (Circle one)

    e. USN / USNR (Circle one)

    f. Date Reported to NTC: _____

    g. Ending date of last report: _____ (Attach Copy)

2. <u>Duties assigned and number of months assigned during this</u>
<u>reporting period</u>: (List by duty title)

    a. Division/Department: _____

    b. Primary duties:

_____

_____

_____

Note: For primary duties, list your current primary duty and a
short explanation of those duties first. Also, indicate how many
people you supervise, amount of equipment you are responsible
for, size of budget (if any), etc.

    c. Collateral duties (list the duty assigned and number of
months): _____

_____

_____

    d. Watchstanding duties (list the duty assigned and number
of months): _____

_____

e.   TAD/TEMDU (if any):   _____

_____

f.   Significant periods not available for duty, if any (for
first reports at this command, include delay (leave) or TEMDU
prior to reporting).

_____

3. Accomplishments. List significant accomplishments related to
your responsibilities (include equipment operated or qualified to
operate, customers served, etc.):

_____

_____

_____

_____

_____

_____

_____

4. Special Achievements: (Qualifications achieved, educational
courses completed, personal awards [DO NOT list unit, service, or
campaign awards], civic activities, diplomas, etc.):

_____

_____

5. Future Duties/Schools Desired (What are your career
milestones - after you leave NTC, or 5 years in the future?)

_____